

# **NATIONWIDE** **ARMY AGR VACANCY ANNOUNCEMENT**

**ARIZONA ARMY NATIONAL GUARD**

**ACTIVE GUARD AND RESERVE**

**HUMAN RESOURCE OFFICE**

**5636 East McDowell Road, Phoenix, AZ 85008-3495**

**PHONE (602) 629-4804; DSN 853-4804**

**WEBSITE: [www.dema.az.gov](http://www.dema.az.gov)**

**ANNOUNCEMENT NUMBER: 17-078AG    DATE: 25 January 2017    CLOSING DATE: 16 February 2017**

**POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:**

**OPERATIONS OFFICER S-3/ADMINISTRATIVE OFFICER, PAR/LIN: 101/02, MAJ/O-4, 15B**

**APPOINTMENT FACTORS:    OFFICER: X    WARRANT OFFICER:    ENLISTED:**

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**LOCATION OF POSITION:**

**HHC 2ND BN 285TH AHB (WP7VT0) Bldg M5206, 5636 East McDowell Road, Phoenix, AZ 85008**

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**AREA OF CONSIDERATION:** This position is in the Active Guard and Reserve Force and is open to current members of the Arizona National Guard and those eligible to become members in the pay grade of CPT(P)/ 0-3 or MAJ/O-4. Individual selected will receive an Active Duty Title 32 Tour with the Arizona Army National Guard. In order to be considered for this position, applicants must meet minimum qualifications as outlined within this announcement.

**NOTE: Selection for this position requires declaration of Arizona state residency at the time of in-processing, and maintaining that residency while on AGR status under Title 32, USC.198012**

**NOTE: Applicants must be 15B qualified.**

**NOTE: Applicants must possess a current SECRET security clearance.**

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**INSTRUCTIONS FOR APPLYING:** IAW NGR 600-5, paragraph 2-2, the documents listed **WILL** be submitted "AS A MINIMUM". If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the soldier as eligible. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.**

- a. NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position). Ensure that you annotate both announcement number and position title on the top of page one, of the application.
- b. AZ ARNG Form 34-1 (13 Feb 98).
- c. AZNG Form 335-4-R (1 Apr 1992).
- d. Most recent Medical Protection System Individual Medical Readiness (IMR) Record accessible through Army Knowledge Online AKO. The IMR must be dated within the last 12 months to be valid.
- e. Officer Evaluation Reports (OER) or/ Noncommissioned Officer Evaluation Report (NCOER) as required by the position announcement for the past 5 years if applicable.
- f. Certified (validated) copy of Officer Record Brief (ORB) or Enlisted Record Brief (ERB) as appropriate.
- g. Current Retirement Points Accounting Management (RPAM) Statement (NGB Form 23B (Army National Guard Retirement Points History Statement)).
- h. DA Photograph in military uniform taken within the last 24 months is required. DA Photographs are valid for five years.
- i. DA Form 705 (APFT), encompassing the last 5 years or as applicable (ensure that height and weight are annotated). Profiles must be attached if applicable.
- j. Body Fat Worksheet (DA Form 5500-R) if applicable.
- k. All DD Form 214's or NGB Form 22's
- l. DD Form 369 (Oct 2011) Police Record Check
- m. Copy of current DA Form 759.
- n. Current DD Form 2992 (Medical Recommendation for Flying of Special Operational Duty)

**USE OF GOVERNMENT RESOURCES TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE THIS INCLUDES THE USE OF GOVERNMENT FAX MACHINES TO SEND APPLICATIONS, FAXING APPLICATIONS FROM GOVERNMENT OR CIVILIAN FAX MACHINES, OR BY USING THE GOVERNMENT MAIL SYSTEM. ALL APPLICATIONS MUST BE RECEIVED BY THE DATE/TIME SHOWN ON THE FRONT OF THIS ANNOUNCEMENT IN PERSON OR BY MAIL.**

**\*\* We recommend that you have a member of your unit review your application prior to submission to our office. \*\***

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#### **POSITION COMPATIBILITY REQUIREMENTS:**

The individual(s) must be a current member or be eligible to become a member of the Arizona (ARMY) National Guard and must meet the eligibility requirements to possess the MOS/AOC: **15B**

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#### **APPOINTMENT REQUIREMENTS:**

1. Must meet the medical fitness standards for retention per AR 40-501, chapter 3.
  2. Soldiers must meet the physical requirements of AR 600-9.
  3. ARNG applicants must be able to serve at least 3 years in AGR status prior to completing 18 years of Active Service or mandatory removal from active service based on age or service (without any extensions) under any provision of law or regulation as prescribed by current directives.
  4. AGR soldiers will not be reassigned during the first 36 months of their initial tour except in the event of mobilization, force structure changes, or an exception to policy granted by the AGR program manager.
  5. Must possess the grade equal to or below that authorized for the AGR duty position.
  6. Acceptance of an AGR position **TERMINATES** entitlements to be Selected Reserve Incentive Program (SRIP).
  7. Permanent Change of Station (PCS expenses may be authorized for this position. Authorization of payment of PCS expenses will be granted only after a determination is made that PCS is in the best interest of the Arizona Army National Guard and upon availability of funds from the National Guard Bureau.
  8. Additional qualification requirements are outlined in NGR 600-5, AR 135-18 and other applicable regulations and laws governing the Active Guard/Reserve Program.
  9. Must not be flagged in SIDPERS for weight, APFT, security violations or pending any adverse actions
  10. Applicants who answer YES to questions 8, or 12-18 of section IV, NGB Form 34-1, or have not completed Initial entry training (IET) are ineligible to apply. to include DD214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4,26, AR 135-178 Chapter 8,3 and 635-200 Chapter 11.
  11. Individuals selected for AGR tours that cannot obtain 20 years of Active Federal Service prior to reaching mandatory separation, must complete a statement of understanding acknowledging this fact. Waiver authority rests with the Human Resource Officer for non-control graded positions and with National Guard Bureau (NGB) for control Graded positions.
  12. The Arizona National Guard, at its sole discretion, reserves the right to pursue waivers, when applicable, IAW AR 135-18, Table 2-2 and NGR 600-5, Table 2-1.
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#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION**

- (1) 24 months experience in command planning, organizing, and managing administrative, training and logistics functions at the Company or Battalion level.
  - (2) Must have PIC time in UH60 or AH64D.
  - (3) Must have at least 12 months of company command time in an AHB or ARB
  - (4) Combat deployment in AHB or ARB preferred.
  - (3) ILE complete and AOC preferred.
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#### **BRIEF JOB DESCRIPTION:**

Serve as the full-time representative of the battalion commander. Manage/Supervise BN AGR staff and oversee the management of CO level AGRs. Interact with BDE Staff to ensure BN administrative, training and logistical needs are met. Oversee, evaluate and report all training requirements for the BN. Monitor usage of man-days and funds designated for training and provide guidance on eligibility requirements; ensure the development and execution of both long and short range plans and programs. Manage full-time Training Officer and staff. Ensure proper scheduling and coordination of training sites and facilities. Ensure units coordinate for equipment and supplies required for training activities, such as: training aids, training areas, and ammunition for training events. Regularly use the following automated systems in order to perform the above duties: ATRRS, DTS, DTMS and others. Ensure the unit meets timely submission requirements for OERs, NCOERs, USR, Inventories and other administrative actions in support of the unit; oversee budget planning, execution and unit pay. Evaluate organizational readiness reports and provide recommendations for improvement or modification of organizational priorities. Ensure the Battalion Maintenance Program meets FORSCOM Aviation Resource Management Survey (ARMS) inspection standards. Ensure companies comply with BN set requirements, such as: SITREPs, FRAGO tasks, Staff Call, QRRB, administrative reporting and CCIRs. Support pre-mobilization, mobilization and demobilization activities of subordinate units and their families. Ensure armories and facilities under the control of the command are properly utilized and cared for. Performs additional duties and responsibilities as assigned

**Selecting Supervisor:** LTC Paul Harrell

**Nominating Official:** COL D. Lee Winningham